

DELTA REGIONAL AUTHORITY 2008 FEDERAL GRANT PROGRAM

DRA Uniform Grant Pre-Application Form

PLEASE REFER TO CLARIFICATION NOTES BEFORE COMPLETING THIS PRE-APPLICATION

[1.] Applicant Information: Applicant: _____ Type of Entity: _____ Authorized Official: _____ Street/PO Box: _____ City/State/Zip: _____ Telephone: _____ Fax Number: _____ Email Address: _____ For notification: _____ County: _____ <u>No stamps: Blue Ink</u> <u>Official's Signature:</u> _____	[2.] Application Preparer: Relationship to applicant: _____ Name: _____ Agency: _____ Street/P.O. Box: _____ City/State/Zip: _____ Telephone: _____ Fax Number: _____ Email Address: _____ Project's Congressional District: _____
[3.] DRA Goal/Objective: _____ Committed Economic Development Project _____ Committed Job Retention Project _____ Water / Sewer Sanction Project _____ Project included in a "Recruiting Process"	[4.] Project Focus (check all that apply): _____ Transportation Infrastructure _____ Basic Public Infrastructure _____ Workforce Development _____ Business Development _____ "Distressed County" (see www.dra.gov -- as defined in "Attachment A.1" -- DRA 2008 Federal Grant Program).
[5.] Funding Sources for the Project: DRA Funds Requested: \$ _____ Applicant Funds: Cash: \$ _____ In-kind: \$ _____ CDBG Funds: \$ _____ Other State Funds: \$ _____ Other Funds Label: _____ \$ _____ _____ \$ _____ Total Project Cost: \$ _____ Private Entity Investment: Name _____ \$ _____ Mark funding sources- C = committed, AP =Application pending, N = No application made Has a budget prepared with professional estimates of cost been used to determine total project costs? Yes ___ No ___ Has a grant administrative cost been included here and on the 424 Form? Yes ___ No ___ DRA grant administration charges will be deducted from DRA grant funds.	[6.] Job Creation (Full-Time Equivalency) Impact of DRA Project: Retention of Existing Jobs: _____ FTE New Jobs to be Created: _____ FTE Total Jobs: _____ FTE [7.] Business/Industry Information: Committed Company Name: _____ Contact Person: _____ Title: _____ Street/P.O. Box: _____ City/State/Zip: _____ Telephone: _____ Fax: _____ Include per project type; 1. Participation Agreement from private business to document job retention/creation: 2. application of incubator tenants: 3. business commitment letter to use job training to fill immediate job openings, or retain current jobs. <i>If jobs are to be retained, document how they will be lost but for this project and grant.</i>

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[8.] Project Description: Please provide a brief specific description of the proposed project, along with specific outcomes of the project activities. State how this project conforms to the goals and objectives of the DRA Comprehensive Action Plan, your state's Development Plan, and the State Strategy Statement and Investment Program. You can use one additional page, if necessary.

[9.] Project Funding: Give status of all additional funding sources for this project. i.e., approved and committed, application submitted & date / date anticipate source decision, application not made & why.

[10.] If the project is presumed to be "on-going", please detail the project's ability to sustain itself WITHOUT future DRA funding.

[11.] Include a resolution by the "board of directors" authorizing the executive to make and sign this pre-application to Delta Regional Authority , and the authority to sign any DRA grant documents to bind this entity.

[12.] Project Administration will be assigned by DRA if not administered by DRA.

**PLEASE RETURN THE ORIGINAL and TWO COPIES OF THE DRA UNIFORM PRE-APPLICATION
and LIKEWISE THE ORIGINAL and TWO COPIES of the APPROPRIATE FEDERAL STANDARD FORMS 424 set TO:
Pre-applications will only be accepted through Local Development District listed on the transmittal cover letter.
Your Local Development District**

Page 2 of 2
DRA 2008 FEDERAL GRANT PROGRAM ELIGIBILITY CLARIFICATION NOTES

1. Applicants must demonstrate through a sound, comprehensive business plan based on hard data, proven methodology and reasonable forecasts acceptable to the DRA that the applicant is capable of maintaining the project after DRA funding to assure the sustainability of the project and achievement of the level of service outlined in the project description.

A project will NOT be deemed sustainable if it is dependent on future grants to meet its normal operating expenses.

Sustainability, by definition, includes all costs associated with management, operation and maintenance necessary to maintain an acceptable level of service.

2. Eligible entities may NOT be conduits for private-sector entities. The DRA 2008 federal grant program is ONLY available to participating member states, public and non-profit entities.
3. Basic Public and Transportation Infrastructure: to be deemed eligible, projects shall demonstrate job-creation or job-retention impact or demonstrate that a reasonable expectation of an impending sanction exists.
4. Workforce and Business Development: to be deemed eligible, projects shall demonstrate job-creation or job-retention.
5. “Workforce Development” means: job training or employment-related education for a specific employer to fill immediate job openings or retain current jobs, which are documented as such that specific employer.
6. Delivery of such training shall be through the use of existing public educational facilities (EPEFs) located in the Region. However, if, the pre-applicant demonstrates (1) sufficient documentation demonstrating an EPEF’s inability (as examples, insufficient capacity, curriculum, and/or accessibility) to satisfy the defined need, and the pre-applicant (2) demonstrates a compelling need to use a non-EPEF for such training, then the Federal Co-Chairman can waive this requirement and deem a project eligible.
7. Business Development – For eligibility purposes, this category refers to those areas of business development which include entrepreneurship, the creation of new businesses or the retention or expansion of existing businesses in the local communities.
8. Local, state and/or federal road, highway and/or bridge maintenance projects will NOT be eligible for DRA funding. However, projects involving development of access roads for industrial parks or economic development project sites (as examples) would be deemed eligible, if such are considered to be “basic public infrastructure”.
9. Other than for “Workforce Training” projects as described above, normal operating costs (including but not limited to, salaries, vehicles, equipment and maintenance) will NOT be deemed eligible.
10. Government-facility construction and/or improvements (including but not limited to, local/state government offices, libraries, fire stations, multi-purpose buildings and public education buildings/schools) will NOT be eligible.
11. “Indirect Cost Allocations” are eligible but will be carefully assessed for reasonableness.
12. “Isolated Areas of Distress” means: Areas of distress identifiable by census tract (distressed county criteria) within a non-distressed county.
13. DRA 2008 federal grant funds will NOT be used for projects deemed to be “Speculative”, “Maintenance” or “Deferred Maintenance”.
14. Typically, “On-going Operating Costs”, will NOT be deemed eligible. However, for such costs to be considered, the project MUST be documented as a “Workforce Development” project.
15. NO financial assistance will be authorized to assist any relocation from one area (of the region) to another, except as authorized, to attract businesses from outside the DRA region to the DRA region.

16. DRA 2008 federal grant funds CAN NOT be used to “supplant” existing funding streams.
17. DRA funds can be used as the “first-dollar in” to attract additional funds, if needed. However, if this project will require other funds to work, please document or describe the source(s) of those additional funds.
18. Allow expansion of existing business incubators and industrial parks; only allow funding start-up facilities if a committed economic development project or committed business incubator tenants.
19. All programs and activities will be carried out in compliance with Title VI of the Civil Rights Act of 1964, and other federal laws prohibiting discrimination, and in such a manner that no person shall, on the grounds of race, color, national origin, religion, sex, age or disability be excluded from participation in, be denied the benefits of, or be subject to discrimination with respect to any such programs or activities.
20. Delta Regional Authority reserves the right to withdraw grants for projects not under contract within 18 months of approval.
21. “Business incubation is a business support process that accelerates the successful development of start-up and fledgling companies by providing entrepreneurs with any array of targeted resources and services. A business incubator’s main goal is to produce successful firms that will leave the program financially viable and freestanding. These incubator graduates have the potential to create jobs, revitalize neighborhoods, commercialize new technologies, and strengthen local and national economies. (Incubators typically graduate companies within three years) – National Business Incubator Association – www.niba.org
22. Geographic Information System (GIS) and Broadband projects (not to include speculative or feasibility-type studies – rather, complete and sustainable projects) will be considered technological infrastructure, a subpart of “basic public infrastructure”, and will be deemed eligible for State, County/Parish, or Municipal government entities, if they do not directly subsidize for-profit entities.
23. Feasibility/marketing type studies will be considered non-sustainable and speculative. Therefore, they will not be considered eligible.